



Bill Wright Technology Matching Fund

Proposal Checklist

- ☐ Cover Sheet (applicant, project name, location(s), contacts, fiscal agent, type of – project, project description in 1-3 sentences)
- ☐ Description of your group/organization & your mission (150 words)
- ☐ Description of current program offerings (if proposal involves enhancement to an existing program)
- ☐ Organizational budget and staff size
- ☐ Description of proposed project (150 words)
- ☐ Type of project : new or expansion of existing one
- ☐ List 3-5 project goals
- ☐ Project activities and outcomes chart
- ☐ Project timeline
- ☐ Description of how your project will result in a lasting benefit
- ☐ List of partners/organizations in the community you are working with to support your project's success (what will partners specifically do to support your project's success?)
- ☐ List of promotional/marketing strategies you will use to attract “users” of your proposed technology services
- ☐ Sustainability – describe how services will continue when grant funding ends
- ☐ Evaluation – describe how you will measure your project's success
- ☐ Description of existing technology support system to keep project running
- ☐ Detailed project budget. Use Excel spreadsheet template provided
- ☐ Explanation of project budget in narrative form

☐ List of sources not counted as match

☐ Attachments: (if applicable)

- match documentation
- community support letters
- program schedule of classes already in operation at your organization
- other materials you want the reviewers to know or see
- List of existing equipment
- Equipment purchase quotes showing budget research
- brochures, flyers or other promotional materials